

Aaron Guckian  
Chairman  
  
Janine L. Burke  
Executive Director



Scott Avedisian  
Mayor

**Warwick Sewer Authority**  
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## **BOARD MEETING MINUTES**

**Wednesday, May 20, 2015, 5:30 p.m.**  
**Warwick Sewer Authority Conference Room**  
**125 Arthur W. Devine Boulevard**  
**Warwick, RI 02886**

<b>Board Members present:</b>	<b>Guests:</b>
Aaron Guckian, Chairman	J. Matthew Bellisle, P.E., Pare Engineering
Gary Jarvis, Secretary	David Bowen, P.E., Wright-Pierce
Peter Ginaitt	Mr. John Norquist
Steve Sylven, P.E.	Ms. Michelle Komar
Gary P. Marino	
<b>Staff present:</b>	
Janine L. Burke, Executive Director	John Revens, Revens, Revens & St. Pierre
Patrick Doyle, Superintendent	Scott Goodinson, Assistant Superintendent
Lynn F. Owens, Administrative Coordinator	William Miranda, Admin. Tech. Assistant

- 1. Call to Order** At 5:34 p.m. Chairman Guckian called this meeting to order.
- 2. Pledge of Allegiance** Those in attendance rose to salute the flag and state the Pledge of Allegiance.
- 3. PUBLIC HEARING: WSA FISCAL YEAR 2016 BUDGET PROPOSAL**

Chairman Guckian welcomed those in attendance, and announced that the Board will not vote on the budget proposal tonight, but will defer action until the next meeting on May 28, 2015. This will allow the public time to comment.

The budget was posted on the City and WSA websites that morning, and provided to the Board electronically and in their agenda packets. Hard copies were available in the meeting room and at the billing office window in the lobby of the WSA Administration building.

Director Burke made a PowerPoint presentation on the WSA Fiscal Year 2016 Budget Proposal being considered by the Board. The City of Warwick Enterprise

Fund 2015-2016 Budget and Director Burke's PowerPoint are part of the Board meeting record. Highlights of the PowerPoint include:

***FY16 Budget Priorities:***

- *Continue repaying City's General Fund; scheduled to be paid off this fiscal year*
- *Continue investing in maintenance and renewal of existing infrastructure*
- *Implement formal asset management program (rank by condition, criticality and vulnerability) to reduce long-term costs associated with infrastructure failures*
- *Supplement funds with grants*

***Summary of FY16 WSA Budget Proposal:***

- *\$6,361,073 for operations and maintenance: up 2.3%*
- *\$14,865,595 for debt service and infrastructure improvements: down 2.2%*

***TOTAL BUDGET: \$21,226,668 (overall down 0.09% versus FY15)***

***FY16 User Bill Impacts:***

- *Typical Residential User's quarterly bill (usage based on 1,500 cubic feet + service charges) will go up \$2.25 (or about \$9 per year)*
- *Increases in Commercial User's bills depends on meter size for service charge:*
  - *5/8-inch meter: \$123 (based on 24,000 cf/year)*
  - *1-inch meter: \$164 (based on 24,000 cf/year)*
  - *2-inch meter: \$666 (based on 244,000 cf/year)*
  - *6-inch meter: \$1,340 (based on 244,000 cf/year)*

Director Burke went through the proposed budget line by line. Following the director's presentation, Chairman Guckian opened the hearing to public comment.

Public comments were made by Ms. Komar.

- *Expressed concern that the budget document was not available until the day of the hearing; suggested it be available at least 48 hours in advance of the public hearing, optimally one week in advance of the public hearing.*
- *Asked that WSA encourage better public participation, so people can get their questions answered.*

Ms. Komar requested a copy of Director Burke's PowerPoint. No other comments were heard.

Chairman Guckian announced that this public hearing will be continued to Thursday, May 28, 2015 at 5:30 p.m. to allow time for the public to comment on the proposed WSA budget. The WSA Board will vote on the proposed budget following the public hearing on May 28<sup>th</sup>.

#### **4. Approval of Minutes**

- a. Approval of minutes from the regular meeting held April 23, 2015.

ACTION: Mr. Sylven moved approval of the minutes as submitted.  
Messrs. Jarvis and Marino seconded the motion. Chairman Guckian,

Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Mr. Ginaitt unavailable for vote. Motion approved.

Mr. Ginaitt arrived at 6:00 p.m.

## **5. Operation and Maintenance Division**

- a. Award of Bid #2015-239: Asset Management, Maintenance and Materials Management Software  
eRPortal Software Group, LLC. SaaS Option: \$26,325.00

ACTION: Director Burke and Assistant Superintendent Goodinson reviewed the bid recommendation. Ms. Burke stated the other two vendors were HiperWeb from Marietta, GA and MaintStar, Inc., from Irvine, CA; eRPortal Software Group is a local vendor. Mr. Jarvis stated the recommended vendor met the bid specifications. He stated the cloud based system provides better security and virtual backup, and is less expensive because you are not purchasing and maintaining servers and associated equipment. The Board discussed cyber-security and risk management in terms of electronic data management. Mr. Jarvis commended Assistant Superintendent Goodinson for building into the specifications the requirement that WSA have the ability to back up its data.

Mr. Goodinson stated East Providence uses this vendor's software, and they reported it is very user friendly. He stated WSA personnel went to East Providence and reviewed the product. He stated once the software is purchased, WSA will begin building its database.

Mr. Sylven moved approval of the recommended purchase. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

## **6. AWT-Phosphorus & Flood Control Project, Contract No. 91**

- a. AECOM to submit progress report and updated schedule

DISCUSSION: AECOM provided the following written report. Director Burke stated AECOM representatives will be present next week.

### **CONTRACT 91: PHOSPHORUS REMOVAL UPGRADE / FLOOD CONTROL AND MITIGATION -- MARCH/APRIL 2015 PROGRESS REPORT, May 13, 2015**

*This Progress Report summarizes activity between April 18, 2015 and May 15, 2015 on Contract 91: Phosphorus Removal Upgrade/Flood Control & Mitigation Project, and provides a four week look ahead.*

#### **Construction Progress**

- ☐ Overall, the project is approximately 42% complete;

☐ Continued to provide construction administration services such as reviewing and processing RFIs, shop drawings, change order proposals and contractor applications for payment; and field observation and specialty staff site visits for Building Code compliance;

☐ Held eleventh progress meeting on May 1st with Hart and WSA;

☐ Phosphorus Building, Levee and Other Work :

o Phosphorus Building: completed structural steel; tank tightness testing is ongoing; waterproofing of exterior foundation surfaces is ongoing; initiated masonry work;

o Biological Tanks: all mixer work is substantially complete

o Inlet Building: all screen work is substantially complete

o Levee Work: No progress.

**Four Week Look Ahead-Phosphorus Building and Other Work**

☐ Continue building backfill and masonry work; complete tank tightness testing; initiate installation of equipment and exterior piping;

☐ North Sludge Building: continue electrical conduit from Phosphorus Building;

☐ Utility Building: initiate rotary sludge thickener work pending approval of CO# 11;

☐ Next progress meeting scheduled for June 5th.

**Four Week Look Ahead-Levee**

☐ Place final layers of impervious fill and top with loam and seed.

**b. Change Order No. 10: Fiber Optic Reroute  
Hart Engineering Corporation**

ACTION: Data not available. Hold for May 28, 2015 meeting.

**c. Change Order No. 11: PCB Removal Work  
Hart Engineering Corporation**

ACTION: Data not available. Hold for May 28, 2015 meeting.

**d. Change Order No. 12: Upgrade E-One Grinder Pump to XP Model  
Hart Engineering Corporation: \$3,472.42**

ACTION: Director Burke stated this change order is necessary to satisfy a building code requirement that was not included in the original project specifications.

Mr. Ginaitt moved approval of the change order. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

Director Burke mentioned that she and Superintendent Doyle were looking to see if certain miscellaneous capital improvements to the facility can be

incorporated into Contract 91 using available project funding. She stated the benefit to making these necessary capital improvements under this contract is WSA can spread the cost over the term of the loan.

- e. Award of Bid #2015-271: Engineering Services for Levee Design/Permitting at WWTF

DISCUSSION: Director Burke asked that this item be held until May 28, 2015. She thanked those members and employees who assisted her in reviewing the bid submittals. No action taken.

## 7. Collection System Division

- a. Contract "CC" Miscellaneous Sewer Extensions and Emergency Pipeline Repairs: Extension of contract from July 1, 2015 to June 30, 2016  
D'Ambra Construction Co., Inc.

DISCUSSION/ACTION: Director Burke asked the Board to extend the contract with D'Ambra Construction Co., Inc., for one year. She stated D'Ambra has agreed to hold their pricing for an additional year. She stated this will give WSA time to separate into two contracts the miscellaneous sewer line extensions portion of the contract and the emergency services portion of the contract. She stated the unit pricing for standard work is high, but the pricing structure for emergency work is within reason, given D'Ambra's ability to mobilize quickly in emergency situations.

Mr. Ginaitt moved approval of the one-year contract extension with D'Ambra Construction Co., Inc., holding current pricing for the additional term. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- b. Contract 93: Repair of Main Influent Sewer Rehabilitation Project (pipe under Interstate 95): Brown & Caldwell

- i. Engineer's progress report: Brown and Caldwell submitted the following written report for May 2015.

### *Development of Contract Documents*

- *Mark-ups of drawings and specifications received the week of May 4th containing WSA comments and edits.*
- *Resolve comments and make final edits to drawings and specifications.*
- *Awaiting WSA finalization of temporary construction easements on eastern side of I-95.*
- *The week of May 18<sup>th</sup> is targeted to complete final edits.*

*Upcoming activities:*

Utility Permit Application for RIDOT

- Complete permit application, draft cover letter and provide three sets of Contract Documents for WSA transmittal to RIDOT

Bidding

- WSA to place advertisement for bids.
- Furnish Bid Documents to WSA the week of May 25<sup>th</sup>.
- Schedule dates for plans available, Mandatory Pre-bid Conference and Bid Opening.
- Answer bidder questions and issue addenda as necessary.
- Attend bid opening and prepare tabulation of bids.
- Evaluate bids and issue "Recommendation to Award" letter prior to Tentative Contract Award and Notice to Proceed at the July WSA Board Meeting.

Construction Services

- Provide Office Construction Administration and full time Resident Engineering services under an amendment to the Design Contract
- Contractor mobilization is estimated to be 2 to 4 weeks after contract award.

Director Burke stated WSA and the Finance Department have identified a funding source for this project (pretreatment infrastructure account). Mr. Sylven stated the report says the bid documents should be available next week; he would like to review them to make sure WSA comments have been incorporated into the final bid documents. Director Burke stated WSA will be handling the bid process internally.

**8. Construction Division**

**a. Bayside Sewer Project**

- Engineer's progress report: no progress report available.
- Update on sewer extension project from Mill Cove Bridge to the Tidewater Drive pumping station

DISCUSSION: Director Burke stated WSA met with the Department of Public Works (DPW) a few times to discuss this sewer extension. She stated because Cardi Corporation is already mobilized on Tidewater Drive for the bridge reconstruction, the City is considering amending their contract and has requested pricing to include sewer line work from the bridge to the Tidewater Drive pumping station. She reported that Councilman Ladouceur has been involved in the project and suggested a neighborhood meeting to let the property owners in the area know about the planned sewer extension.

**b. Governor Francis Phase III Sewer Project**

- Engineer's progress report: no new information to report.

**c. O'Donnell Hill Sewer Project**

- i. Engineer's progress report: no progress report submitted. Director Burke reported that she will meet with Garofalo and Councilman Gallucci in early June to discuss progress on the project.

**9. Billing Services Division**

**a. Sewer Assessment Abatement**

<b>Name</b>	<b>Service Address</b>	<b>Reason</b>	<b>Amount</b>
Gerald Walsh	334 Studley Avenue Plat 357 Lot 138	Connected through easement to older line. Should have been assessed at 1996 rate.	\$6,240.00

**ACTION:** Mr. Ginaitt moved approval of the abatement. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

**10. Administrative Items**

**a. Transfer of \$15,000 in Lease Revenue to Low-Income Sewer Connection Grant Program administered by Community Development**

**ACTION:** Mr. Jarvis stated this is a very worthwhile use of the funds, and moved approval of the transfer. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

**b. Vote to Approve Fiscal Year 2016 WSA Enterprise Fund Budget**

**ACTION:** No action on budget. Public hearing continued to May 28, 2015 at 5:30 p.m., WSA Administration building.

**c. Director's Report**

- i. Financial Report: FY2015 budget report and GOBS account information provided to the Board in their agenda packets.
- ii. Administrative Schedule: Director Burke stated she is scheduled to present the WSA FY16 budget to the City Council on May 27<sup>th</sup>. She has a scheduled vacation in early June.

**DISCUSSION:** Director Burke reported that the Caruso Scholarships will be awarded again this year, as our Industrial Pretreatment Division has fine monies for this public outreach effort. She pointed out that WSA senior inspector Andy Bathgate and senior billing specialist Barbara Cahoon are retiring this week. She stated WSA is still down one pretreatment employee since his

December retirement. She stated the WSA needs to start thinking about succession planning as our employees reach retirement age.

**d. Chairman's Report**

**i. Drainage issue: Maintonomo at John Brown Francis School**

DISCUSSION: Chairman Guckian discussed the planned cooperative effort between WSA and the City Department of Public Works (DPW) to address the drainage issue on Maintonomo in the area of the John Brown Francis Elementary School (utilize WSA sewer construction contractor while mobilized in the Governor Francis Phase III sewer project area). The Board discussed design work, liability issues, and financial responsibility (public works drainage issue, not sewer related). Director Burke stated we can incorporate the projected work into the bid specifications, in order to get a quotation from the construction contractor for the DPW drainage work (which DPW would pay for).

**11. Consent Agenda – Correspondence**

- a.** A. Bathgate retirement letter (4-15-15)
- b.** WSA Mandatory Sewer Connection report to CRMC: 3-31-2015 (4-30-15)
- c.** GRA, Inc. to RIDEM: Order of Approval application Bayside/Tidewater Drive Interceptor (5-8-15)
- d.** WSA to RIEMA: 2015 HSGP grant application (5-11-15)

ACTION: Mr. Ginaitt reminded WSA that there is a 50% match with HSGP funding (item d).

Mr. Ginaitt moved to accept the consent agenda items. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

**12. New Business**

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

No new business presented.

**13. Old Business**

- a.** Modifications to Septage Hauling Regulations
  - b.** Sewer Assessment Deferment Policy (6-27-13)
  - c.** Sewer Assessment Deferment: Plat 332 Lot 483 (11-20-13)
  - d.** Project management for sewer construction (7-24-14)
- ACTION: No action.

**14. PUBLIC COMMENT PERIOD** No public comment from those in attendance.

**15. Adjournment**

Mr. Jarvis moved to adjourn the meeting. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

At 6:34 p.m. this meeting ended.

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Gary C. Jarvis, WSA Secretary

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Date of Approval

“Minutes are recorded pursuant to the Rhode Island General Laws § 42-46-7 for the purpose of capturing all general information relevant to the meeting. For a more comprehensive assessment of minutes, audio files shall be archived with the Warwick Sewer Authority and available upon request.